



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF EDUCATOR EXCELLENCE AND INSTRUCTIONAL EFFECTIVENESS OFFICE OF EDUCATOR QUALITY

EDUCATION SPECIALIST, EDUCATOR QUALITY

Salary range Min \$61,704 – Mid \$80,215

Posting Period: July 5 – 18, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	<u>Mail or email application materials to:</u>
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

NONCLASSIFIED JOB DESCRIPTION

TITLE: Education Specialist- Educator Quality

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for supporting and implementing a system of performance-based licensure and continuous professional development opportunities for Rhode Island educators.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Ensures the timely and accurate approval of applications for certification.

Ensures that schools employ properly certified personnel by conducting the annual personnel assignment process.

Provides technical guidance and assistance in the certification process.

Ensures that all teacher preparation programs in the State meet program approval standards by conducting on-site visits. Collaborates with institutions of higher education and provide technical assistance as it relates to the program approval process.

Develops and implements I-Plan system to re-certify State educators.

Ensures State educators and higher education are provided with policy information and research about certification requirements and the I-plan system.

Supports school districts and training programs to provide training and testing of teacher assistants to ensure they meet state and federal standards.

Identifies exemplary State educators, which includes: soliciting nominations, screening applications, convening panels to select nominees, preparing materials for nominees, and organization recognition ceremonies.

Facilitates group planning meetings of the Educator Quality Fellows to set goals, prioritize work, and set calendars and schedules.

Conducts research in the design and development of a state-of-the-art system of preparation, certification, and professional development of State educators.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

Administers grants and other fiscal responsibilities as assigned.

Performs related work as assigned.

REQUIRED QUALIFICATIONS
KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of national, State, and professional standards for pre-K through 16 educators.

Knowledge of state colleges and universities.

Knowledge of certification regulations and procedures.

Skilled in working collaboratively with higher education personnel and program approval team members.

Skilled in working collaboratively with a diverse group of people.

Skilled in resolving conflict.

Skilled in working with the public and resolving difficult problems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education

EXPERIENCE: Five years of teaching experience; some management or administration experience preferred.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: June 2008